

Compensation and Benefits

The City provides a total compensation package that includes a very competitive salary range of \$70,000 to \$104,900 annually, plus performance-based bonus potential and an attractive benefit package including 2.5% @55 CalPERS retirement and retiree medical coverage. Among the benefits are the following:

- **Vacation and Sick Leave Pre-Accruals:** A vacation and sick leave bank equal to the first year's accrual may be credited against the first year's accrual and available during the first year of employment (leave is advanced for use, not in addition to the accrual).
- **Vacation/Holidays:** Vacation with pay accrues at the rate of 15 workdays during the first year and increases to 27 workdays after 20 years of service (cash out only on termination). Eleven paid holidays per year plus an additional 8 hours vacation awarded annually on September 9.
- **Sick Leave:** Accrued at 12 days per year with no limit on accumulation.
- **Administrative Leave:** Executive and management employees may be granted up to 10 days of administrative leave per year after the one year probationary period.
- **Health Benefits:** City provides PERS Health, which includes a variety of plans from which to choose. The City currently pays premium for employees and their eligible dependents up to the Kaiser rate. If you have coverage from another source, a cash benefit may be paid in lieu of coverage.
- **Dental Plan:** Employees and eligible dependents are covered by a dental plan, which includes orthodontics. City pays premiums for employees and their eligible dependents. Benefits are effective following six months of employment. \$2,000 lifetime orthodontic limit.
- **Employee Assistance Program:** Provided to employees and eligible dependents. Effective immediately upon hire.
- **Life Insurance:** City-paid benefit at twice the annual salary coverage.
- **Flexible Benefits Plan:** City provides an additional \$2,000 per year, payable monthly, for management employees which may be used for a variety of options.
- **Retirement Program:** The City participates in the California Public Employees Retirement System (PERS), with a 2.5% at 55 plan based on one-year final compensation. The City pays the employee's 8% contribution.
- **Retiree Health Coverage:** City provides PERS Retiree Health, which includes a variety of plans from which to choose. The City pays premium for retirees and their eligible dependents up to the Kaiser rate.
- **Deferred Compensation:** The City contributes the amount equal to 3% of management employee's salary to an employee 401(k) account. In addition, 401(k) and 457 plans are available for employee contribution.

Application and Selection Process

The final filing date is Monday, August 2, 2004. For additional information regarding this opportunity or to be considered for this position please submit a resume, three work-related references, and cover letter with current salary to:

David Harris
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
(916) 263-1401, Fax (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
City website: www.cityofconcord.org

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Following the screening interviews in mid August, city officials will select finalists in consultation with the consultants. A final interview process will then be scheduled in mid September for selected candidates. Final interviews will be followed by reference checking after receiving the candidate's permission. An appointment is anticipated before the end of September.

The City of Concord is an Equal Opportunity/Veteran's Preference Employer.

City of Concord
invites qualified applications for

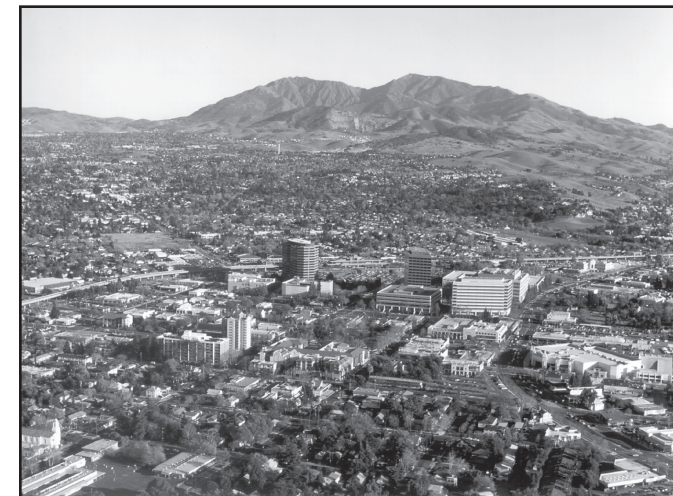
Budget Officer

\$70,000 – \$104,000 Annually

City pays employee's 8% contribution to PERS Retirement Plan (2.5% at 55)

Plus an attractive benefit package

Final Filing Date: August 2, 2004



Concord, California

The Finance Department and Budget Officer Position

The Finance Department provides the full range of finance related services including budget, financial forecasting, accounting, revenue, administration, and purchasing. Departmental resources include a staff of 26 and a budget of \$16.7 million.

The Budget Officer vacancy will occur by virtue of the imminent retirement of the incumbent, who is retiring after many years of successful city service. Under the direction of the Director of Finance, the Budget Officer works closely with the City Manager and city department heads, and is responsible for the coordination and preparation of the city's sophisticated and well established, performance-based budget document and the closely related ten-year financial plan. The Budget Officer supervises an Accountant and is a key member of the city's budget committee, along with the City Manager, Director of Finance and two Assistant City Managers. Other significant duties to be performed by the Budget Officer include:

- Prepare customized financial management reports and recommend corrective actions for resolution of budget performance issues.
- Develop and balance a position control system that provides salary and benefit cost analysis information with projected impacts on the ten-year financial plan.
- Establish work priorities and schedules for program staff during budget preparations.
- Monitor financial data collection systems.
- Review and approve expenditures within budget guidelines.

Our mission is to join with our community to make Concord a city of the highest quality. We do this by providing



responsive, cost effective
and innovative local
government services.

The Community

Concord traces its origins to 1834, when the first resident, Don Salvio Pacheco, obtained a Mexican land grant for 17,921 acres known as Ranch Monte del Diablo. Thirty-four years later, in 1868, Don Salvio, his son Fernando, and his son-in-law, Francisco Galindo, became Concord’s founders. At its first town meeting, the new residents of Todos Santos (All Saints) re-named their town Concord. In 1905 Concord was incorporated as a city with fewer than 700 residents.

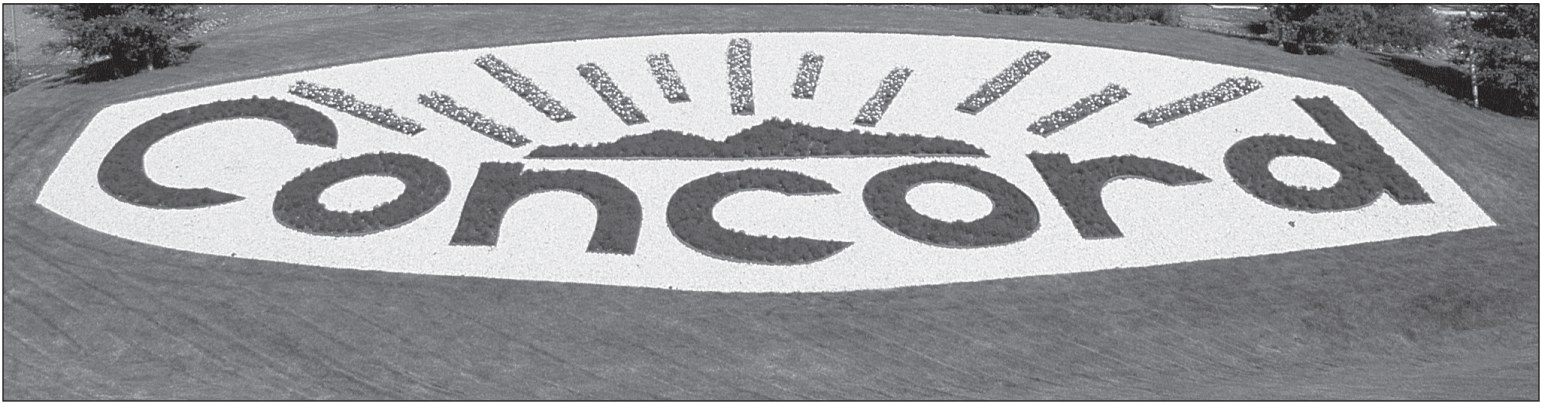
Concord has come a long way since 1905. Today Concord boasts a population of 122,000 residents, and is still growing. With its convenient location, skilled workforce, and competitive development costs, Concord is now home to some of the nation’s most prominent businesses, and has become one of the Bay Area’s leading commercial business centers. Concord is served by BART (Bay Area Rapid Transit), Buchanan Field Airport and a network of freeways, making it attractive to businesses and commuters alike. Institutions of higher learning in Concord include California State University, Hayward campus, and Chapman University.

Concord’s convenient location allows residents to enjoy a variety of unique and scenic attractions in the immediate Bay Area and throughout Northern California. With a wide range of public recreational facilities, Concord provides ongoing activities for residents of all ages.

City Government

The City of Concord operates under the Council/Manager form of government. Five members of the City Council are elected at large to overlapping terms of four years and select one of their members to serve as Mayor. The City Council is the legislative body responsible for the overall policies and direction of the city. The City Council appoints the City Manager and City Attorney. The City Clerk and City Treasurer are directly elected.

The city’s total budget of nearly \$151 million reflects a regular full time staff of approximately 500. Concord provides an extensive array of services including police, engineering, transportation, maintenance, parks and recreation, planning, building, and traditional internal management support functions. The city also has a Redevelopment Agency and owns the Diablo Creek Golf Course and the nationally recognized Chronicle Pavilion at Concord where many well-known entertainers have performed.



Ideal Candidate

The ideal candidate for the position of Budget Officer will be a hands-on and astute professional with at least a bachelor’s degree in public administration, accounting or a closely related field. Serious candidates will also have superior analytical skills and the ability to successfully absorb and add value to the city’s performance-based budgeting and long-range financial planning systems, as well as the city’s mission and values relating to customer service, diversity, ethics, teamwork and accountability. Significant budgeting and/or accounting experience in a public agency will be necessary to quickly transition into this mission critical management position. Several years (e.g. six) of increasingly responsible and relevant experience are required. Additional desirable characteristics are as follows:

- Solid spread sheet ability
- Passionate about accuracy and being thorough
- Superior analytical skills
- Good listener who is also assertive in championing proper budgetary controls
- Able to establish trust with the City Council, City Manager, other departments and the public
- Ability to develop solutions to problems
- Excellent oral and written communication skills
- Focused on both internal and external customer service
- Works in a collaborative manner to assist departments in accomplishing their goals
- Willing to attempt innovative approaches to issues
- At ease serving as a consultant to executive management team and in dealing with city employees at various levels of the organization
- Composure and self control
- Flexible and unbiased, with a high level of integrity
- Sense of humor

Concord’s Vision for the Future

- We will be a customer based, performance driven, results oriented organization, focused on finding the answer, solving the problem, and achieving positive outcomes.
- We will partner with the Concord community to maximize resources, deliver high quality services, and be recognized as setting the standard for excellence.
- We will be trustworthy guardians of the public resources.
- We will make Concord a premier business location.
- We will collaborate and provide “seamless” services that benefit both our external and internal customers, streamlining our work processes and removing barriers wherever they arise.
- We will accept the challenge of change and be committed to continually enhancing the safety, environment, quality of life, and economic vitality of our community.
- We will constantly look for new and better ways to deliver services. We will seek to be innovative, take reasonable risks, learn from our mistakes, and always strive for excellence.
- We will welcome diversity in our community and our work place.
- We will conduct our work in an atmosphere of trust, respect, and courtesy with open doors and open communication for our customers and each other.
- We will provide ethical, dynamic, and effective leadership, establish clear direction and priorities, and model the mission and values in support of our common Vision.
- We will be accountable for our performance and our organization’s success, and be recognized for our achievements.

Our Organizational Values

- **Integrity and Trust** – We say what we mean and mean what we say. We honor our word and keep our commitments. We are worthy of the public and each other’s trust.
- **Commitment to Service** – We put our customers first. We respond to our internal customers and treat them with the same courtesy and respect as our external customers. We facilitate, enable, and problem-solve.
- **Partnerships** – We place a high value on building partnerships with members of our community to assure we understand their needs and continue to deliver the services they desire in the most effective manner possible.
- **Innovation and Continuous Improvement** – We strive for excellence in the quality and productivity of our work. We create a work environment in which we look for new solutions and experiment with innovative ways to do things-even if they don’t always work the first time. We recognize the need to be dynamic in meeting the community’s changing needs. Each and every employee is given the opportunity to develop and grow.
- **Performance Accountability** – We set measurable performance goals that support the priorities of the City and our individual work groups. We are given the necessary authority, training and resources to enable us to achieve these goals. Performance reviews are conducted in a timely and effective manner. Employee advancement and other incentives are based on performance. We are proud of the professionalism, competency, and dedication that exist throughout the organization.
- **Long Range Planning** – We conduct long range strategic and financial planning to maximize service delivery and build the economic stability of the City. We practice sound fiscal management to protect the public’s resources.
- **Teamwork** – We respect each other as individuals, and we take the time and effort to show it. Although certain positions have more decision-making authority, we treat all members of the organization with the same consideration for their ideas and concerns. We really listen to, and give each other honest feedback. We recognize partnerships among work groups and employees as essential to effectively maximizing resources and delivering high quality services.
- **Individual Worth and Diversity** – We recognize and appreciate the uniqueness of each individual. We value the contribution made and the synergy created by different experiences and perspectives. We are committed to treating each and every person within the organization and the larger community with respect and dignity.